

PET USER GUIDE



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PET User Guide Introduction

The “[Practice Enhancement Tool](#)” is one of the elements of the Quality Assurance Program of the Dentistry Act. It is an independent, online evaluation that assesses a dentist’s knowledge, skill and judgment through a series of multiple-choice questions in six competency areas. All dentists must complete the PET five years after registration with the RCDSO and every five years thereafter.

The assessment is open-book. There is no single source of information to assist you with every question. Some questions have the source reference listed and can be found at the bottom of the screen following the answer key options. You can refer to textbooks, journals and many other resources to help you answer the questions as this is all part of the learning process. We have compiled a list of [useful resources](#) to help you.

You can pause during a session, log out and research a particular subject area before proceeding, or flag questions that you want to review before answering. Your progress is automatically saved. You may also go back and change any of your answers before submitting your completed assessment.

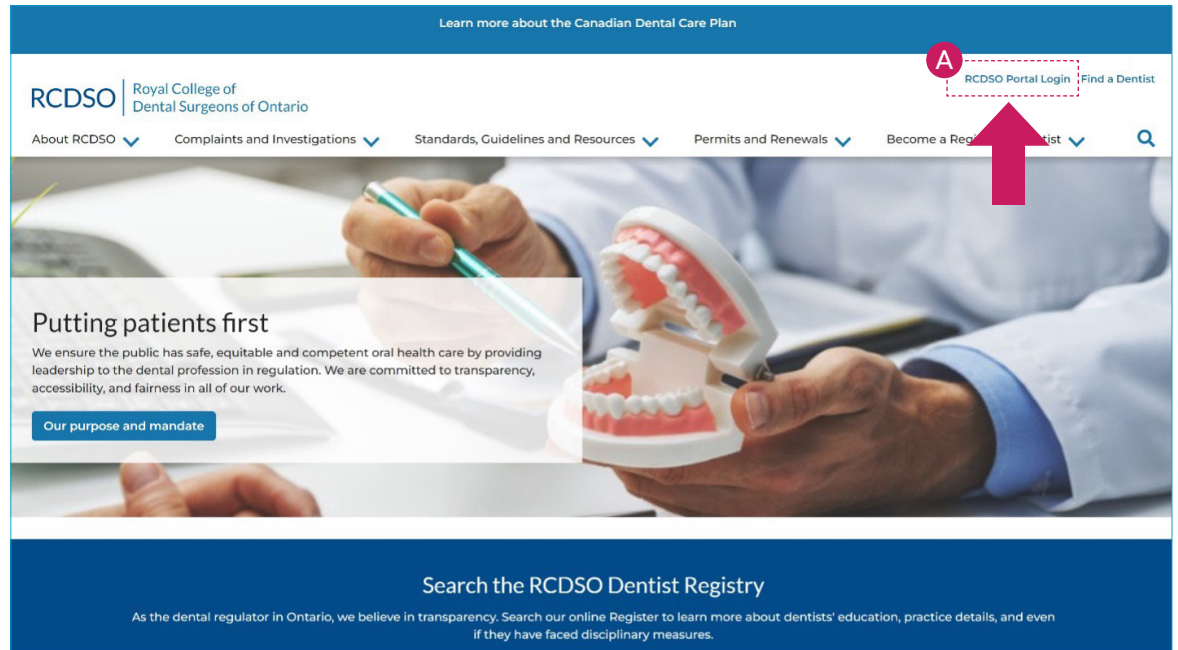
This user guide has step-by-step instructions on how to:

- get started on your PET assessment
- navigate through your PET
- submit your assessment
- review your results



1: RCDSO Portal Login

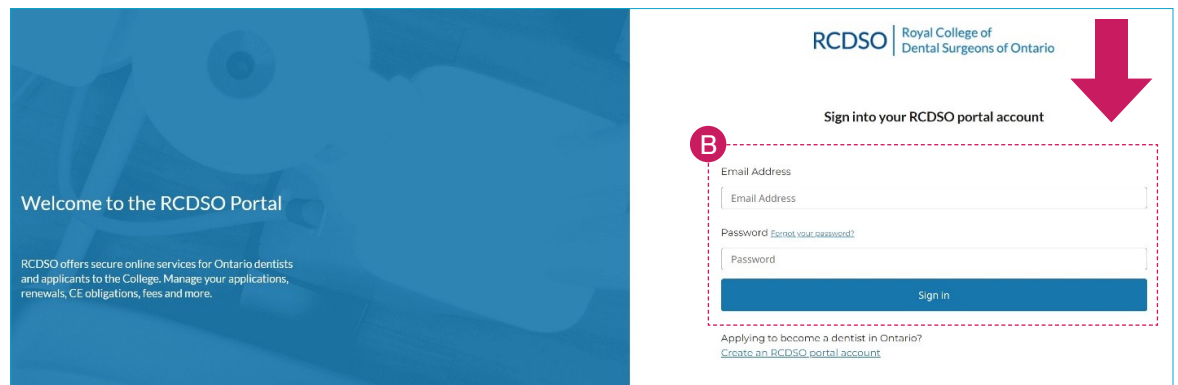
- 1.1** The PET is accessed through the RCDSO Portal. Go to the RCDSO website and click on RCDSO Portal Login **A**.



- 1.2** **B** Login with your email and password.

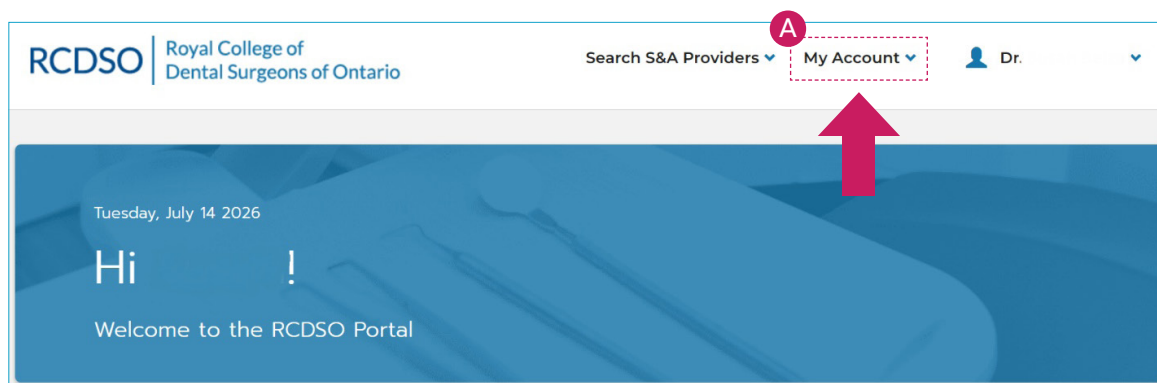
HINT

If you have forgotten your login information or are having difficulty, please contact us at paperless@rcdso.org

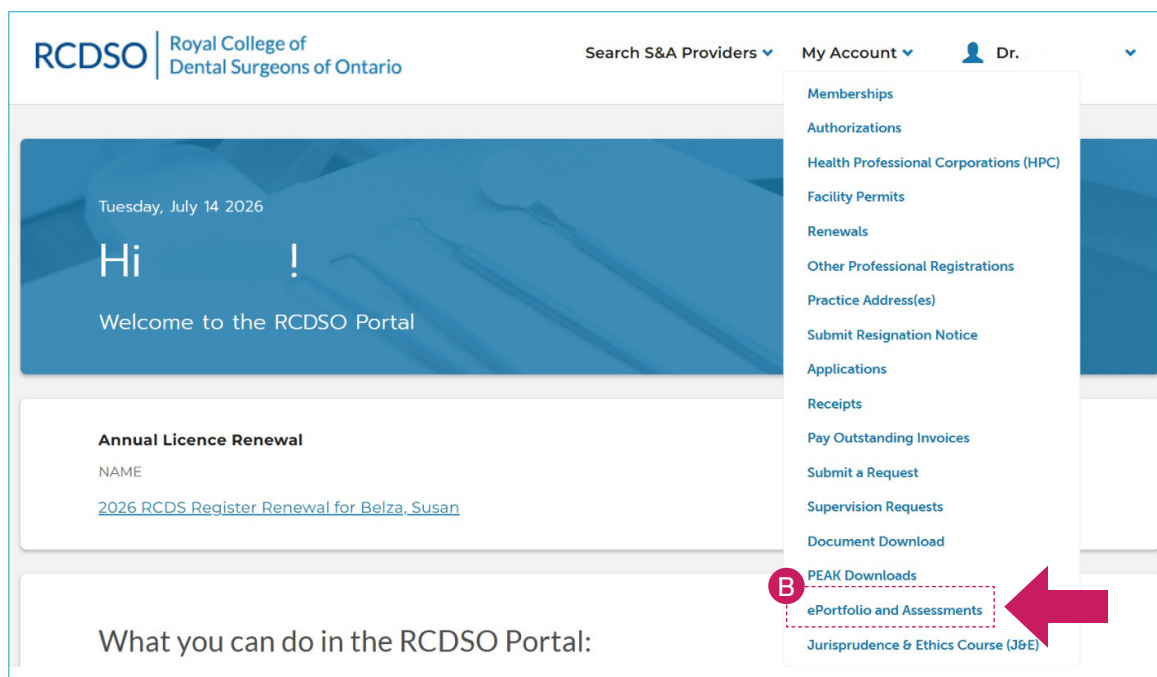


2: PET Assessments

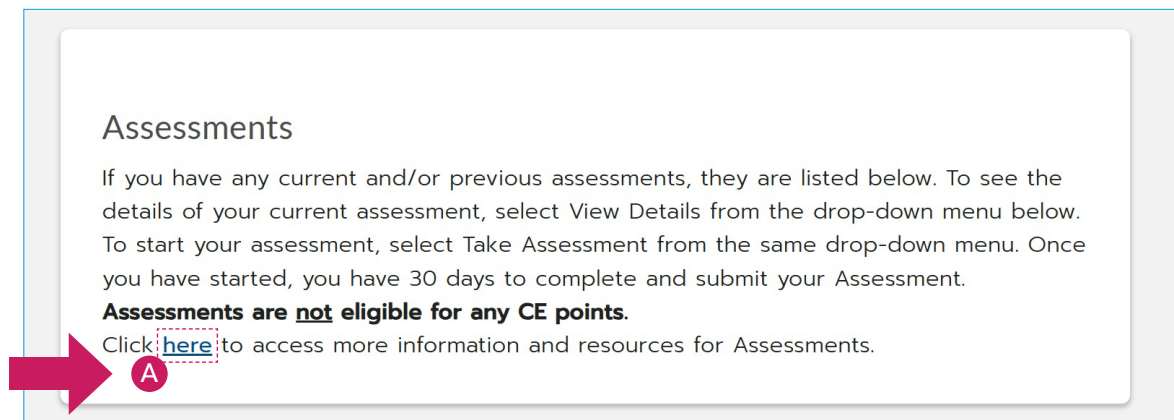
- 2.1 **A** Click on My Account to see the dropdown menu.



- 2.2 **B** Scroll down and click on ePortfolio and Assessments.



- 2.3 **A** Click on “here” to access PET resources on the RCDSO website.



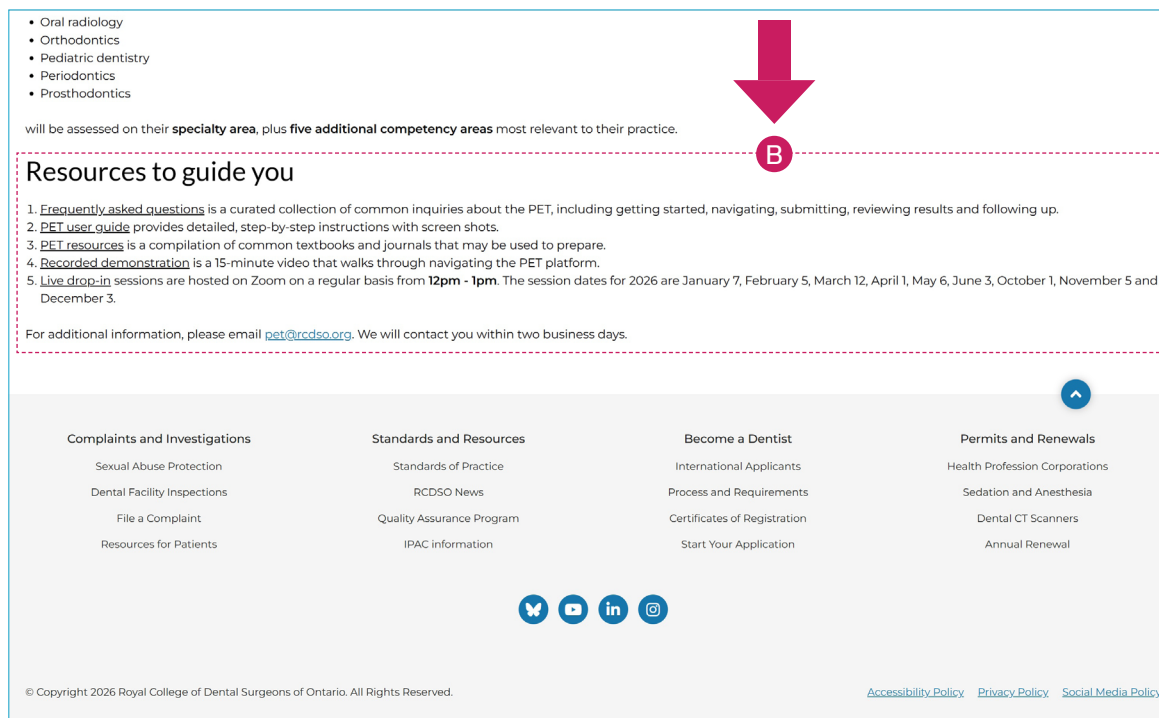
Assessments

If you have any current and/or previous assessments, they are listed below. To see the details of your current assessment, select View Details from the drop-down menu below. To start your assessment, select Take Assessment from the same drop-down menu. Once you have started, you have 30 days to complete and submit your Assessment.

Assessments are not eligible for any CE points.

Click: [here](#) to access more information and resources for Assessments.

- 2.4 **B** Scroll down to see the list of Resources to guide you.



- Oral radiology
- Orthodontics
- Pediatric dentistry
- Periodontics
- Prosthodontics

will be assessed on their **specialty area**, plus **five additional competency areas** most relevant to their practice.

Resources to guide you

1. [Frequently asked questions](#) is a curated collection of common inquiries about the PET, including getting started, navigating, submitting, reviewing results and following up.
2. [PET user guide](#) provides detailed, step-by-step instructions with screen shots.
3. [PET resources](#) is a compilation of common textbooks and journals that may be used to prepare.
4. [Recorded demonstration](#) is a 15-minute video that walks through navigating the PET platform.
5. [Live drop-in](#) sessions are hosted on Zoom on a regular basis from **12pm - 1pm**. The session dates for 2026 are January 7, February 5, March 12, April 1, May 6, June 3, October 1, November 5 and December 3.

For additional information, please email pet@rcdso.org. We will contact you within two business days.

Complaints and Investigations Sexual Abuse Protection Dental Facility Inspections File a Complaint Resources for Patients	Standards and Resources Standards of Practice RCDSO News Quality Assurance Program IPAC Information	Become a Dentist International Applicants Process and Requirements Certificates of Registration Start Your Application	Permits and Renewals Health Profession Corporations Sedation and Anesthesia Dental CT Scanners Annual Renewal
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3: View Details of Current PET

- 3.1 **A** Scroll down to Assessments to see Current Assessment and Previous Assessments.

[PAY OUTSTANDING INVOICES](#)
[SUBMIT A REQUEST](#)
[SUPERVISION REQUESTS](#)
[DOCUMENT DOWNLOAD](#)
[PEAK DOWNLOADS](#)
[EPORTFOLIO AND ASSESSMENTS](#)
[JURISPRUDENCE & ETHICS COURSE \(J&E\)](#)

Assessments

If you have any current and/or previous assessments, they are listed below. To see the details of your current assessment, select View Details from the drop-down menu below. To start your assessment, select Take Assessment from the same drop-down menu. Once you have started, you have 30 days to complete and submit your Assessment.

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Click [here](#) to access more information and resources for Assessments.

Current Assessment

NAME	ASSESSMENT TYPE	FIRST POSSIBLE START DATE	LAST POSSIBLE START DATE	ASSESSMENT START DATE	ASSESSMENT DUE DATE	STATUS	REASON
PET		01/01/2026	03/31/2026	02/10/2026	03/13/2026	Started	Initial - 2026-01-01

Previous Assessments

NAME	ASSESSMENT TYPE	ASSESSMENT START DATE	ASSESSMENT COMPLETION DATE	STATUS	REASON
PET		01/15/2020	01/29/2020	Pass	Initial - 2020-01-15
PET		11/15/2014	11/23/2014	Pass	Initial - 2014-11-15

PAY OUTSTANDING INVOICES

SUBMIT A REQUEST

SUPERVISION REQUESTS

DOCUMENT DOWNLOAD

PEAK DOWNLOADS

EPORTFOLIO AND ASSESSMENTS

JURISPRUDENCE & ETHICS COURSE (J&E)

Assessments

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B

Current Assessment

NAME	ASSESSMENT TYPE	FIRST POSSIBLE START DATE	LAST POSSIBLE START DATE	ASSESSMENT START DATE	ASSESSMENT DUE DATE	STATUS REASON
PET		01/01/2026	03/31/2026	02/10/2026	03/13/2026	Started

- Initial

- 2026-

01-01

Current Assessment

NAME	ASSESSMENT TYPE	FIRST POSSIBLE START DATE	LAST POSSIBLE START DATE	ASSESSMENT START DATE	ASSESSMENT DUE DATE	STATUS REASON
PET		01/01/2026	03/31/2026	02/10/2026	03/13/2026	Started

- Initial

- 2026-

01-01

C

Take Assessment

View Details

Previous Assessments

3.2 **B** In the Current Assessment section, you will find your current assessment. You can log in any time within your three-month start window to begin the assessment. You have 30 days to complete and submit your assessment once you begin. **C** Click on the dropdown arrow and select View Details to view details of your assessment, including the six competency areas assigned **D**.

Assessment Details

Home / Assessment & EPortfolio / Assessment Details

Dentist Name *

Assessment Type *

PET

Dentist's Certificate

—

Certificate Type

—

First Possible Start Date *

01/15/2020

Last Possible Start Date

—

Assessment Start Date

01/15/2020

Assessment Due Date

—

Assessment Completion Date

01/29/2020

Number of Questions

—

D

Assessment Competencies

COMPETENCY	COMPETENCY RESULT	STATUS REASON
Radiology	94	Pass
Medical Emergencies	100	Pass
General Medicine	97	Pass
Endodontics	94	Pass
Pediatric Dentistry	100	Pass
Oral Medicine and Pathology	100	Pass

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4: Taking PET

- 4.1 **A** To begin, click on the dropdown arrow and select Take Assessment **B** to access the Assessment platform. If you do not see the dropdown arrow, move the scroll bar at the bottom to the far right **C**.

[PAY OUTSTANDING INVOICES](#)
[SUBMIT A REQUEST](#)
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[DOCUMENT DOWNLOAD](#)
[PEAK DOWNLOADS](#)
[EPORTFOLIO AND ASSESSMENTS](#)
[JURISPRUDENCE & ETHICS COURSE \(J&E\)](#)

Assessments

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Click [here](#) to access more information and resources for Assessments.

Current Assessment

NAME	ASSESSMENT TYPE	FIRST POSSIBLE START DATE	LAST POSSIBLE START DATE	ASSESSMENT START DATE	ASSESSMENT DUE DATE	STATUS REASON
PET		01/01/2026	03/31/2026	02/10/2026	03/13/2026	Started A

[- Initial - 2026-01-01](#)

C

Current Assessment

NAME	ASSESSMENT TYPE	FIRST POSSIBLE START DATE	LAST POSSIBLE START DATE	ASSESSMENT START DATE	ASSESSMENT DUE DATE	STATUS REASON
PET		01/01/2026	03/31/2026	02/10/2026	03/13/2026	Started B

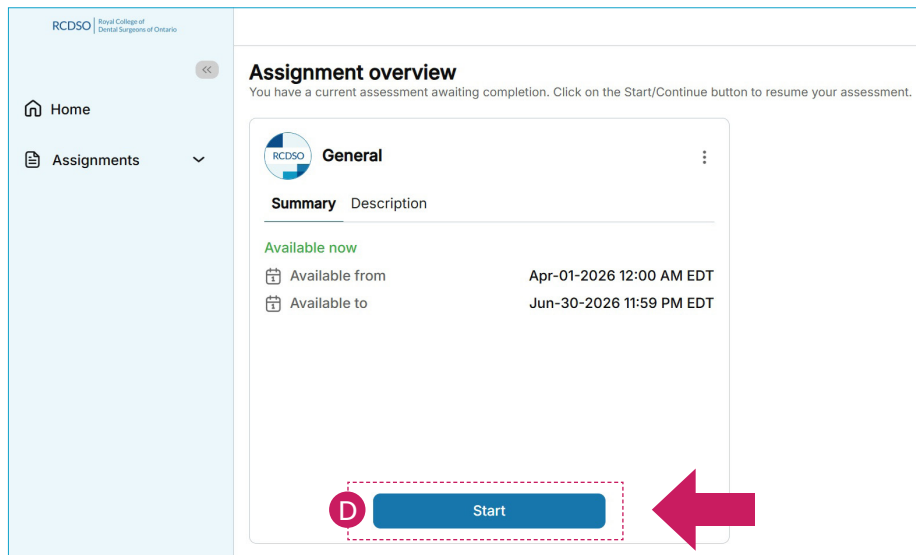
[- Initial - 2026-01-01](#)

B

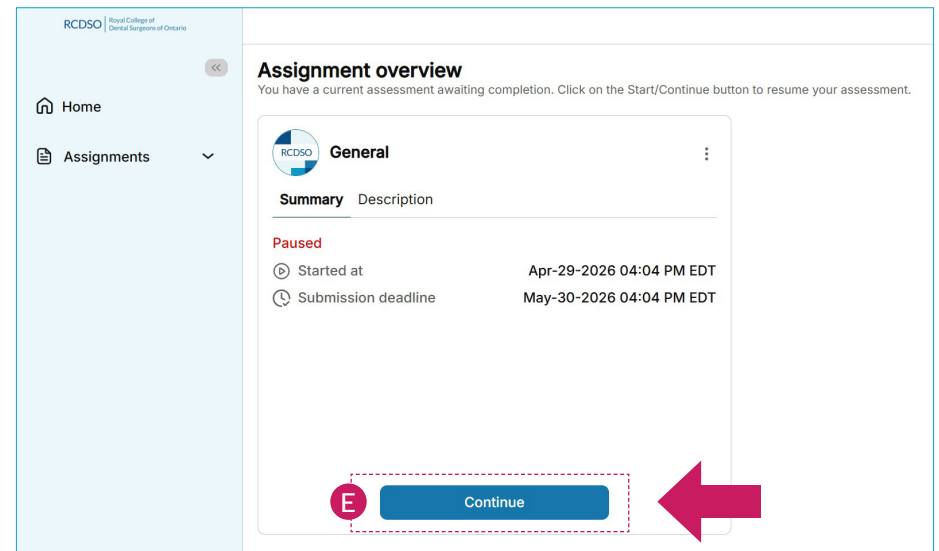
[Take Assessment](#)
[View Details](#)

Previous Assessments

4.2 **D** Click on the Start button to begin your assessment.

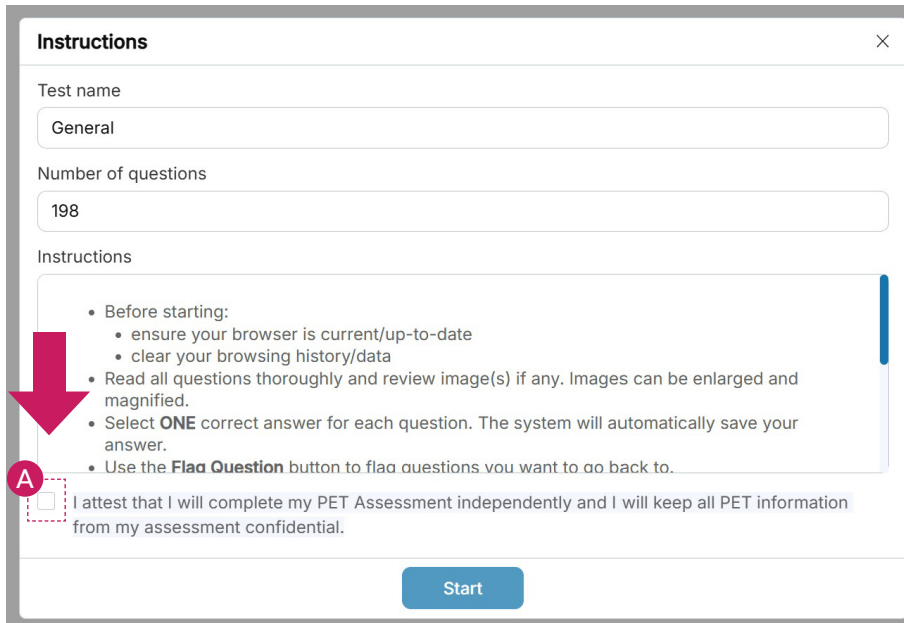


4.3 **E** If you have already started, a Continue button will appear. Click on the Continue button to resume your assessment.



5: Instructions and Attestation

5.1 Review the instructions and attestation. To proceed, click on the checkbox **A** to agree to the attestation and click the Start button **B**.



Instructions [X]

Test name
General

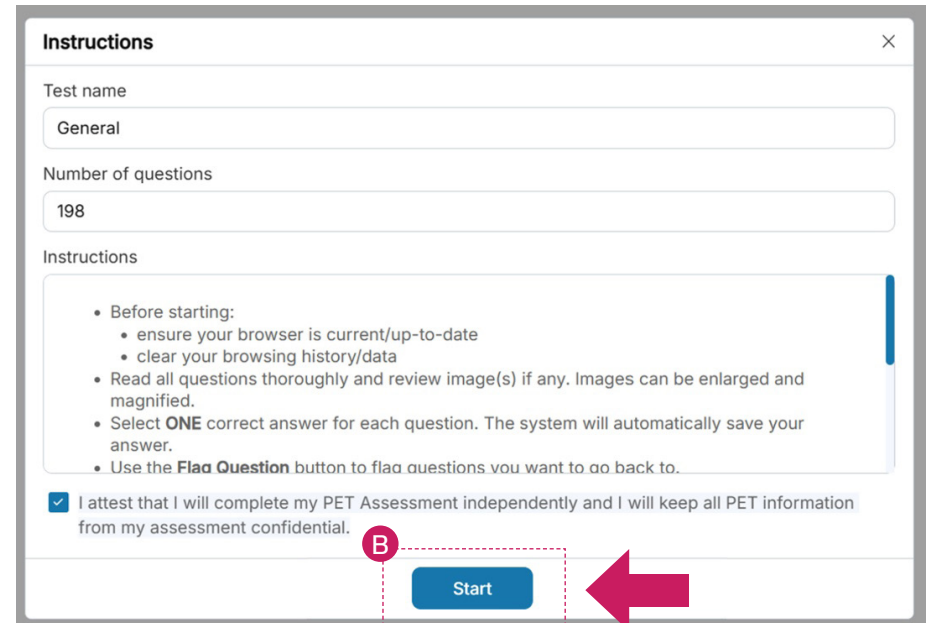
Number of questions
198

Instructions

- Before starting:
 - ensure your browser is current/up-to-date
 - clear your browsing history/data
- Read all questions thoroughly and review image(s) if any. Images can be enlarged and magnified.
- Select **ONE** correct answer for each question. The system will automatically save your answer.
- Use the **Flag Question** button to flag questions you want to go back to.

A ☐ I attest that I will complete my PET Assessment independently and I will keep all PET information from my assessment confidential.

Start



Instructions [X]

Test name
General

Number of questions
198

Instructions

- Before starting:
 - ensure your browser is current/up-to-date
 - clear your browsing history/data
- Read all questions thoroughly and review image(s) if any. Images can be enlarged and magnified.
- Select **ONE** correct answer for each question. The system will automatically save your answer.
- Use the **Flag Question** button to flag questions you want to go back to.

☒ I attest that I will complete my PET Assessment independently and I will keep all PET information from my assessment confidential.

B Start

5.2 To view the Instructions again during your assessment, click on the circled i icon at the top right under the Next question button .



General

Remaining time for entire test: 30d23h59m:45s [Exit](#)

Previous question [Next question](#)

Question 1198 Type: Single choice

A healthy patient presents with a severe toothache with radiographic evidence of periapical pathology. The most appropriate treatment is to start:

Select one correct answer from the list:

A. antibiotic therapy and have patient return in 24 hours for either root canal therapy or extraction ☐

B. root canal therapy or extraction ☐

C. root canal therapy or extraction and a five-day course of antibiotics ☐

D. with a single dose of antibiotics one hour prior to root canal therapy or extraction ☐

Actions	Attachment name	Type
 	Reference to DPH 6.2	Text

Progress bar 0/198

All questions (198) [Flagged list \(0\)](#)

1 2 3 4 5 6
7 8 9 10 11 12
13 14 15 16 17 18
19 20 21 22 23 24
25 26 27 28 29 30
31 32 33 34 35 36
37 38 39 40 41 42

☐ Not answered ☒ Answered

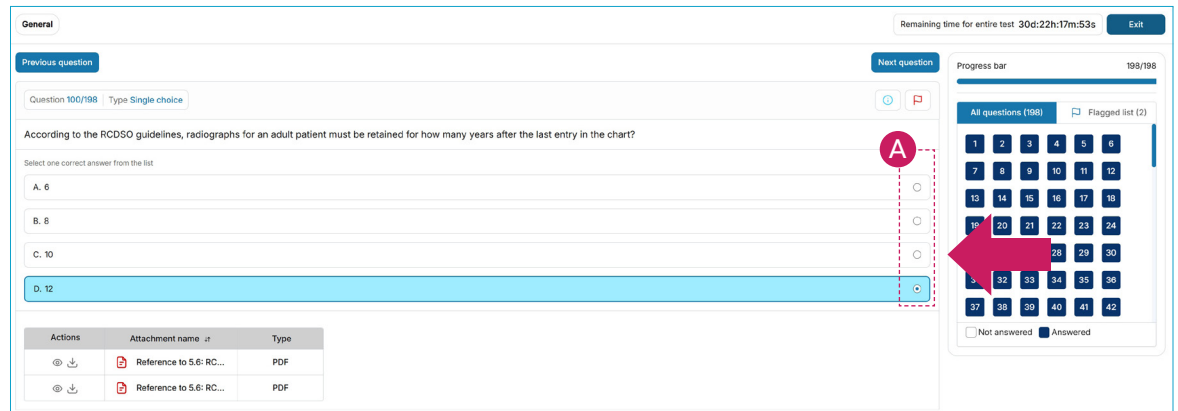
Instructions

- Before starting:
 - ensure your browser is current/up-to-date
 - clear your browsing history/data
- Read all questions thoroughly and review image(s) if any. Images can be enlarged and magnified.
- Select **ONE** correct answer for each question. The system will automatically save your answer.
- Use the **Flag Question** button to flag questions you want to go back to.
 - Flagged questions can be answered any time throughout your assessment.
 - The Flag button is at the top right corner of the question screen.
 - Your flagged questions will be listed in the Flagged list
- You can log out and log back in repeatedly during the 30-day period. Your progress will always be saved.
- To continue later, click on the Exit button to be redirected to the RCDSO Portal or simply exit the page by closing the browser.
- All questions must be answered before the assessment can be submitted. The Finish test button will appear at the last question when all questions are answered.
- Submit your assessment by the due date (30 days from your actual start date).

[Close](#)

6: Selecting an answer

Select ONE correct answer for each question by clicking on the radio button located to the right of the answer key **A**. Your selected answer will be highlighted in blue. The system will automatically save your answer. Click another radio button to change your answer.



General

Remaining time for entire test: 30d:22h:17m:53s

Previous question

Next question

Progress bar 199/198

Question 100/198 Type Single choice

According to the RCDSO guidelines, radiographs for an adult patient must be retained for how many years after the last entry in the chart?

Select one correct answer from the list

A. 6

B. 8

C. 10

D. 12

Actions	Attachment name	Type
	Reference to 5.6: RC...	PDF
	Reference to 5.6: RC...	PDF

All questions (198) Flagged list (2)

1 2 3 4 5 6

7 8 9 10 11 12

13 14 15 16 17 18

19 20 21 22 23 24

25 26 27 28 29 30

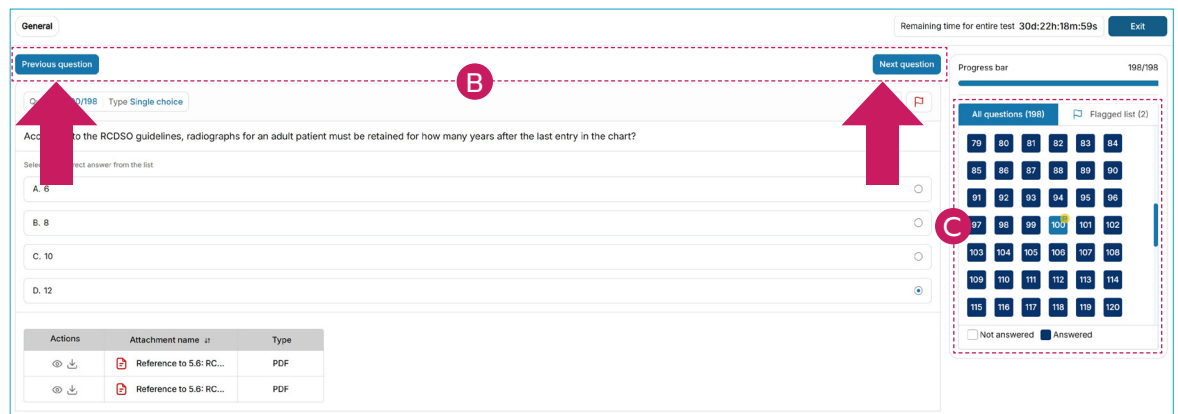
31 32 33 34 35 36

37 38 39 40 41 42

☐ Not answered ☒ Answered

7: Navigating to a question

To go back or advance to a question, click on the Next or Previous button **B**. Alternatively, you can use the All questions grid by finding and clicking on the question number **C**.



General

Remaining time for entire test: 30d:22h:18m:59s

Previous question

Next question

Progress bar 198/198

Question 100/198 Type Single choice

According to the RCDSO guidelines, radiographs for an adult patient must be retained for how many years after the last entry in the chart?

Select one correct answer from the list

A. 6

B. 8

C. 10

D. 12

Actions	Attachment name	Type
	Reference to 5.6: RC...	PDF
	Reference to 5.6: RC...	PDF

All questions (198) Flagged list (2)

70 80 81 82 83 84

85 86 87 88 89 90

91 92 93 94 95 96

97 98 99 100 101 102

103 104 105 106 107 108

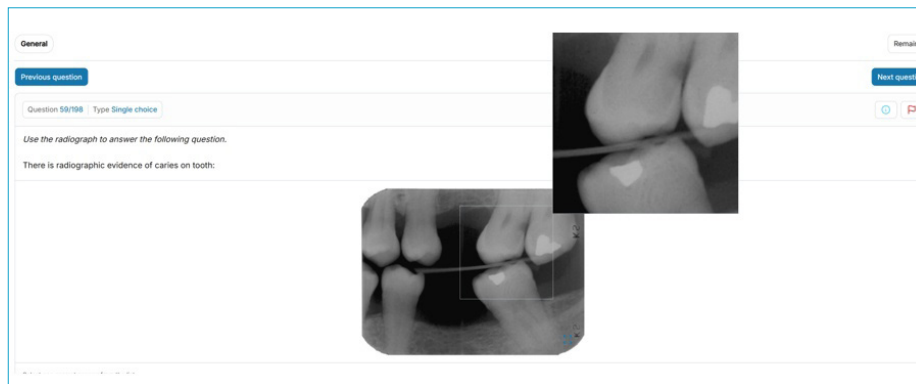
109 110 111 112 113 114

115 116 117 118 119 120

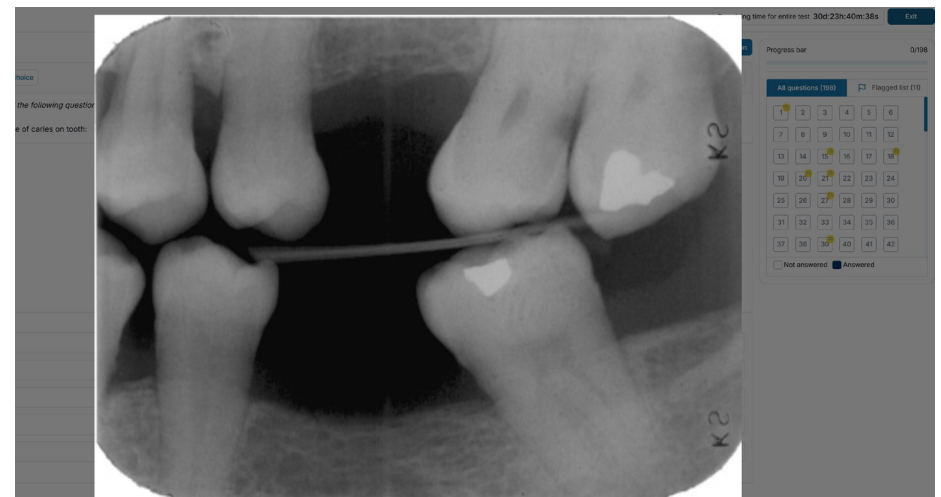
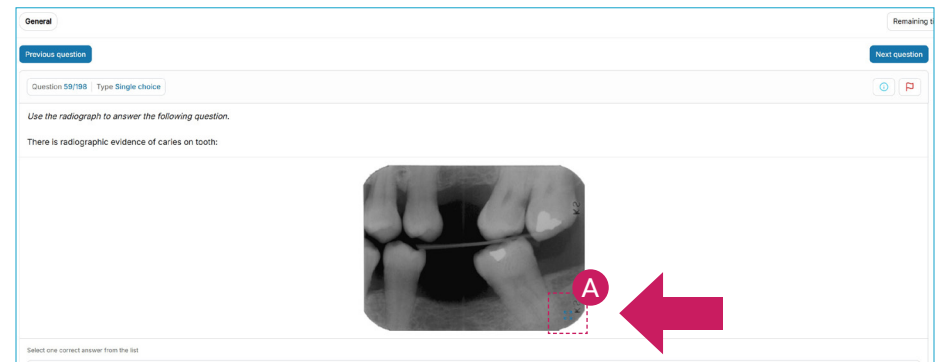
☐ Not answered ☒ Answered

8: Magnifying an image

8.1 To use the magnification feature, click on the radiograph/image and move your cursor to the specific area you wish to magnify.

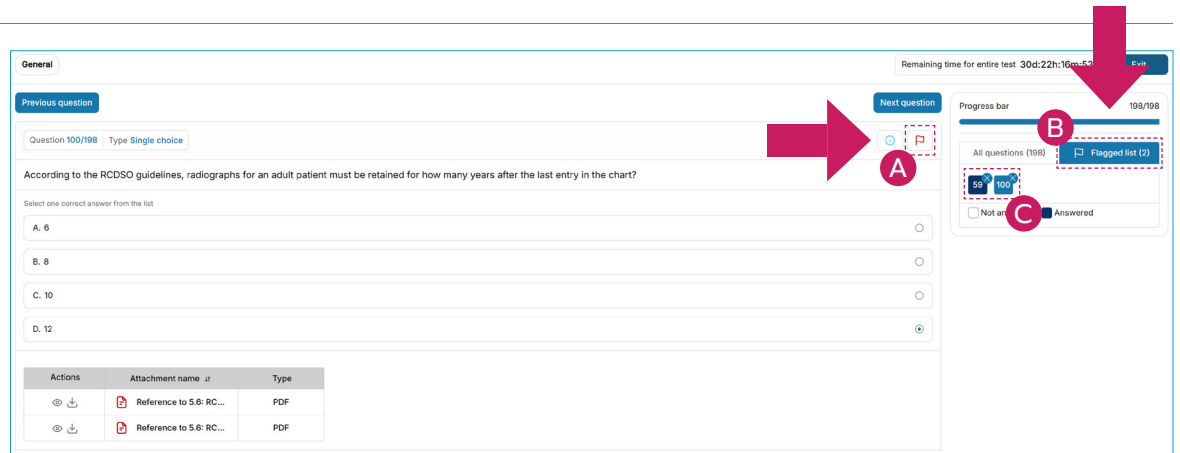


8.2 To enlarge the radiograph/image to full screen size, click on the enlarge icon next to the radiograph/image **A**. Click anywhere on the screen to close the enlarged image and return to the question.



9: Flagging and Unflagging a question

You can flag a question so that you can return to it at a later time. Click on the flag icon located at the top right corner **A**. The flag icon will turn red once activated. The flagged question will also appear in the Flagged list located on the far right of the screen **B**. To unflag a question, click on the flag icon (flag will return to its original colour) or go to the Flagged list tab and click on the "x" on the question number to remove it from the list **C**.

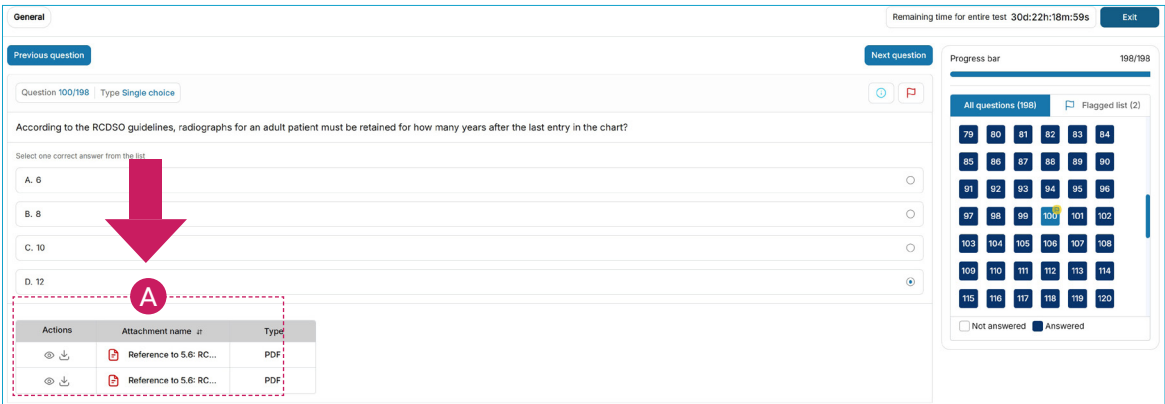


10: Viewing a reference

Some questions have a reference source. The reference is located at the bottom of the screen **A**. Click on the view icon to review the reference **B**. To open a weblink, click on the open icon **C**. To download PDF references, click on the download icon **D** located next to the view icon.

PLEASE NOTE

You will notice that not all questions have a reference. We are working on adding references to all questions with each competency review.

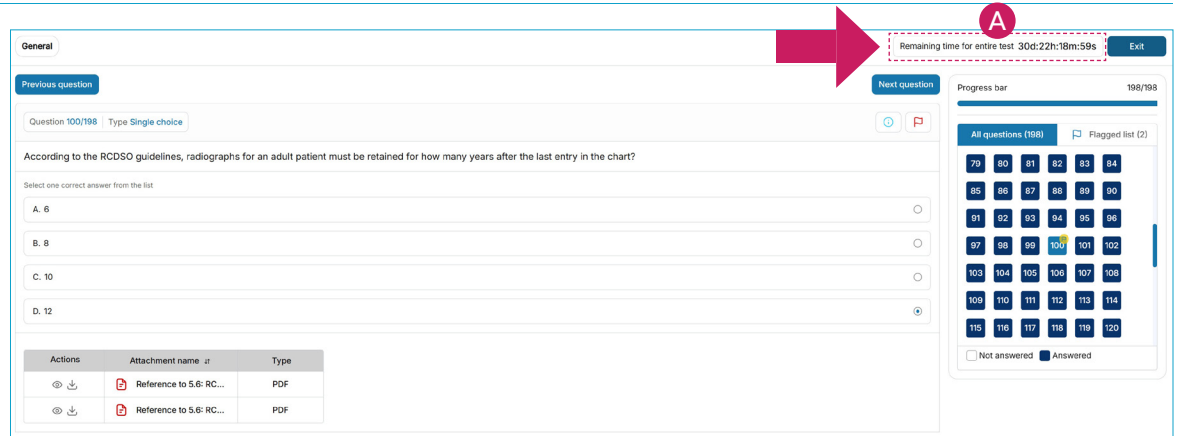


Actions	Attachment name ↕	Type
B  	 Reference to G2023...	Text
C  	 Web link to G2023003	Link

Actions	Attachment name ↕	Type
D  	 Reference to 5.5	PDF

11: Countdown Clock

- A** The top right of the screen shows you how much time you have left to complete the assessment.

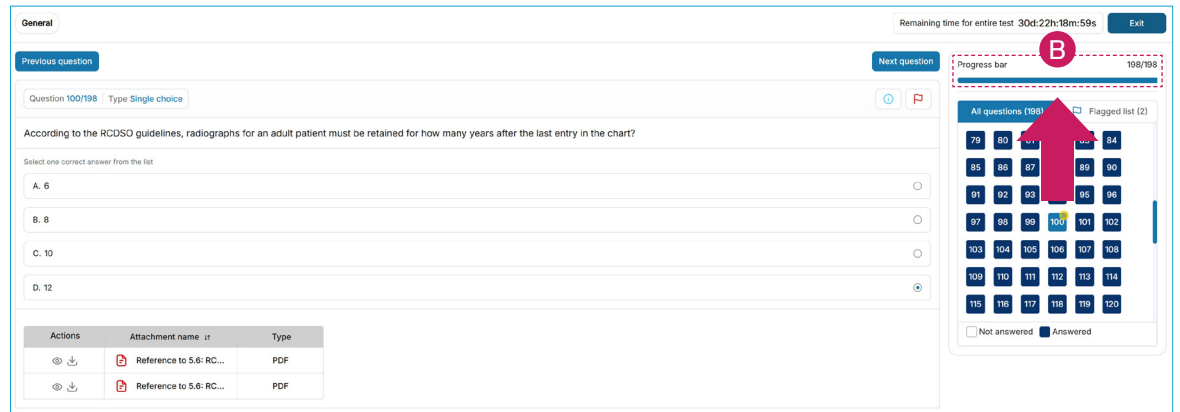


The screenshot shows the assessment interface. At the top right, a red dashed box labeled 'A' highlights the 'Remaining time for entire test: 30d:22h:18m:59s' and an 'Exit' button. A red arrow points from the text in point A to this box. The interface includes a 'General' tab, 'Previous question' and 'Next question' buttons, a question text, a list of multiple-choice answers (A. 6, B. 8, C. 10, D. 12), and a table of attachments.

Actions	Attachment name	Type
	Reference to 5.6: RC...	PDF
	Reference to 5.6: RC...	PDF

12: Progress Bar

- B** Your progress is tracked in the Progress bar located above the question grid.

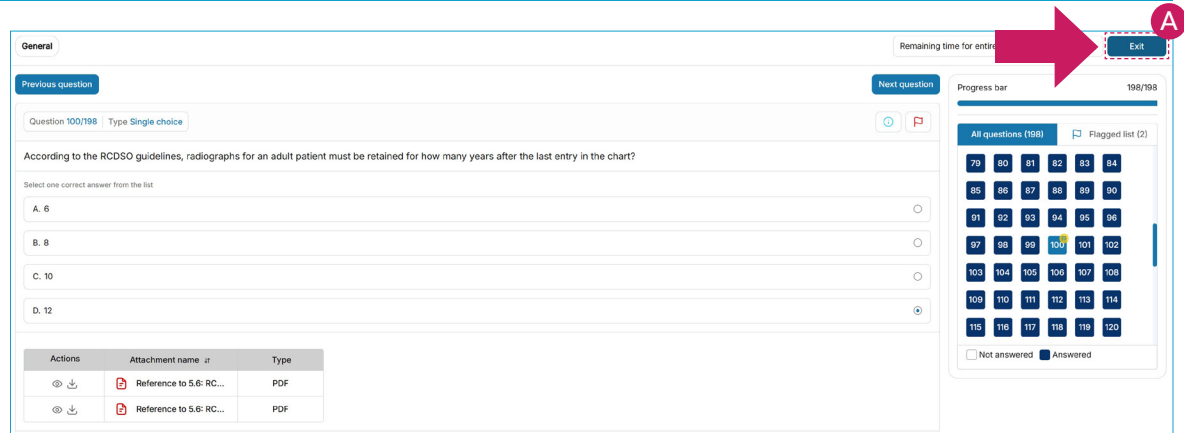


The screenshot shows the assessment interface. A red dashed box labeled 'B' highlights the 'Progress bar' and '108/198' indicator above the question grid. A red arrow points from the text in point B to this box. The interface includes a 'General' tab, 'Previous question' and 'Next question' buttons, a question text, a list of multiple-choice answers (A. 6, B. 8, C. 10, D. 12), and a table of attachments.

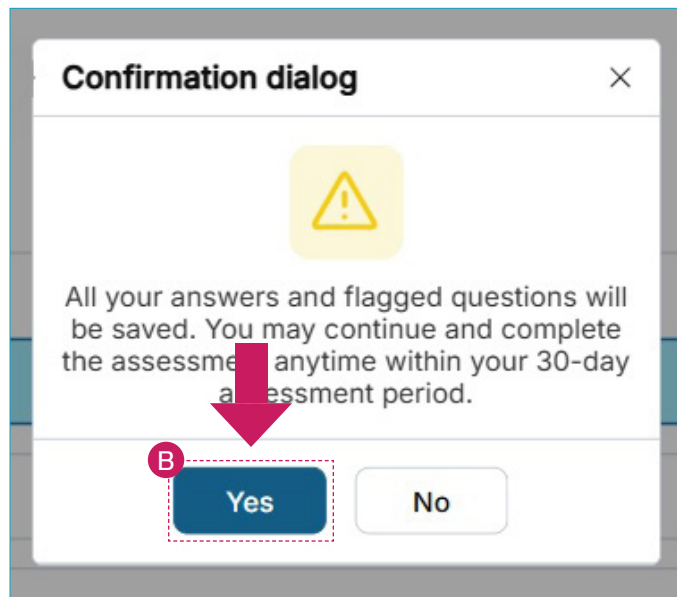
Actions	Attachment name	Type
	Reference to 5.6: RC...	PDF
	Reference to 5.6: RC...	PDF

13: Exit/Logout

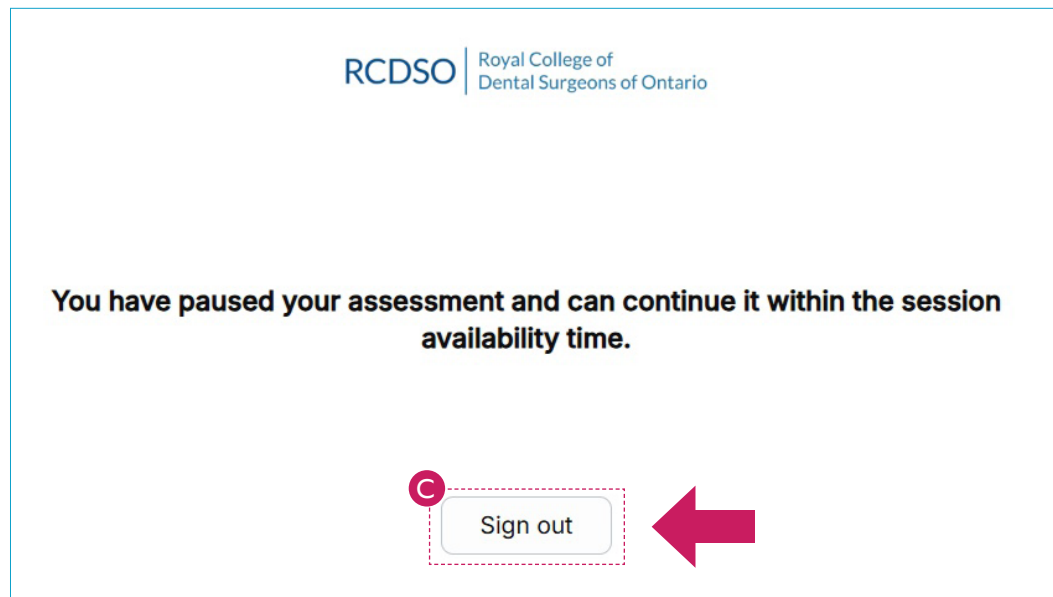
13.1 You can log in and log out at any time within your 30-day allotment. To log out, simply click on the Exit button located next to the countdown clock at the top right **A**.



13.2 Click Yes to exit **B**.



13.3 Click Sign out to return to the RCDSO Portal **C**.



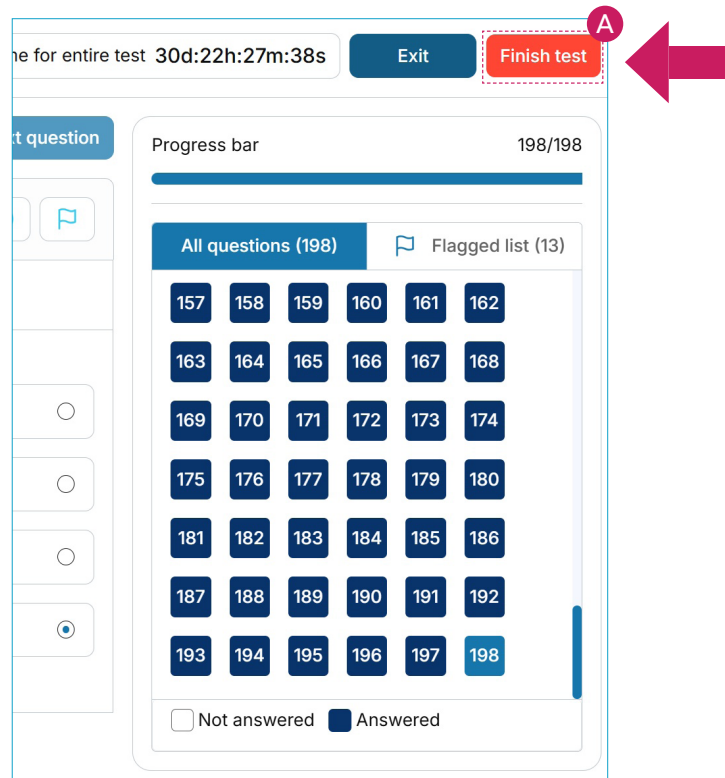
- 13.4** When you log back in, please take note of your Start date/time and Submission deadline date/time **D**.

The screenshot shows the RCDSO (Royal College of Dental Surgeons of Ontario) PET User Guide interface. On the left is a navigation sidebar with 'Home' and 'Assignments' (indicated by a dropdown arrow). The main content area is titled 'Assignment overview' and includes a sub-header 'General'. Below this, there are tabs for 'Summary' and 'Description'. The 'Summary' tab is active, showing a 'Paused' status. A red dashed box highlights the 'Started at' and 'Submission deadline' information, with a red 'D' marker next to it. The 'Started at' date is 'Apr-29-2026 04:04 PM EDT' and the 'Submission deadline' is 'May-30-2026 04:04 PM EDT'. A large red arrow points down to a 'Continue' button, which is also highlighted with a red dashed box.

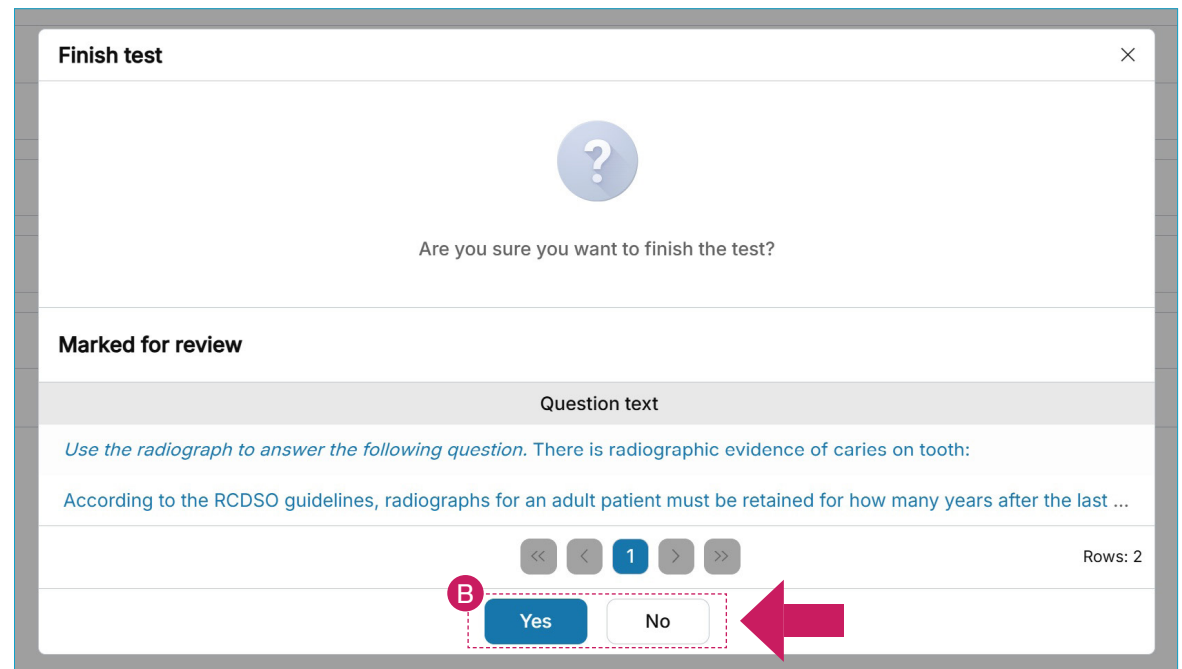
Field	Value
Started at	Apr-29-2026 04:04 PM EDT
Submission deadline	May-30-2026 04:04 PM EDT

14: Finish Test

14.1 To submit your completed assessment, click on the Finish Test button located at the last question. If you have unanswered questions, you will not be able to submit your assessment **A**.

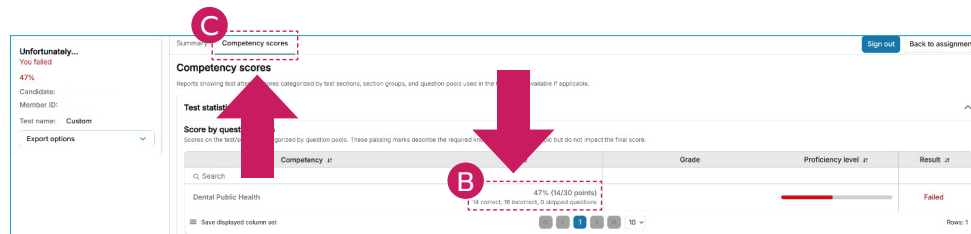
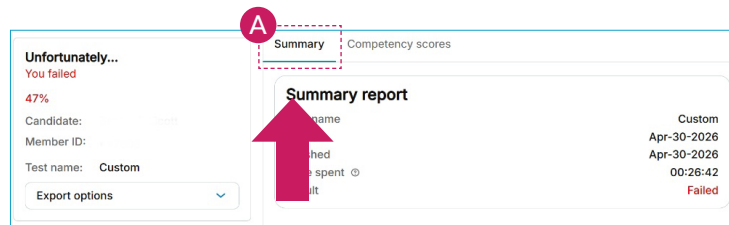
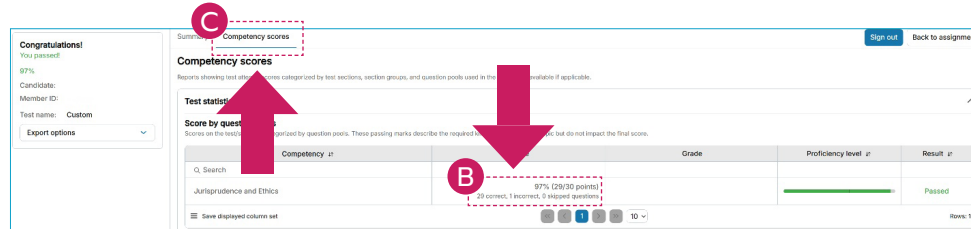
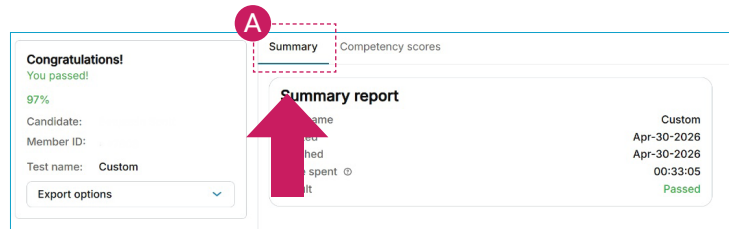


14.2 Click Yes to confirm submission. Click No to return to the last question. If you have any flagged questions, they will appear on this page. To review your flagged questions, click No to return to your assessment and find your flagged questions **B**.



15: Results: Summary & Competency Scores

Once you submit your assessment, your results appear on screen. This includes pass/fail messaging and numerical percentage scores for each of the six competencies. The overall results can be found on the default Summary page **A**, and your percentage scores **B** can be found in the Competency scores page **C**.



16: Previous Assessments

PAY OUTSTANDING INVOICES

SUBMIT A REQUEST

SUPERVISION REQUESTS

DOCUMENT DOWNLOAD

PEAK DOWNLOADS

EPORTFOLIO AND ASSESSMENTS

JURISPRUDENCE & ETHICS COURSE (J&E)

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Current Assessment

NAME	ASSESSMENT TYPE	FIRST POSSIBLE START DATE	LAST POSSIBLE START DATE	ASSESSMENT START DATE	ASSESSMENT DUE DATE	STATUS REASON
PET		01/01/2026	03/31/2026	02/10/2026	03/13/2026	Started

Previous Assessments

NAME	ASSESSMENT TYPE	ASSESSMENT START DATE	ASSESSMENT COMPLETION DATE	STATUS REASON	EXEMPTION REASON
PET		01/15/2020	01/29/2020	Pass	
PET		11/15/2014	11/23/2014	Pass	

Previous Assessments

NAME	ASSESSMENT TYPE	ASSESSMENT START DATE	ASSESSMENT COMPLETION DATE	STATUS REASON	EXEMPTION REASON
PET		01/15/2020	01/29/2020	Pass	

To view results of your previous assessment(s) go to the Previous Assessments section located on your ePortfolio and Assessments page **A**. Click on the dropdown arrow **B** and select View Details **C**.

Assessment Details

Dentist Name *

Assessment Type *

Dentist's Certificate

Certificate Type

First Possible Start Date *

Last Possible Start Date

Assessment Start Date

Assessment Due Date

Assessment Completion Date

Number of Questions

Assessment Competencies

COMPETENCY	COMPETENCY RESULT	STATUS REASON
Radiology	94	Pass
Medical Emergencies	100	Pass
General Medicine	97	Pass
Endodontics	94	Pass
Pediatric Dentistry	100	Pass
Oral Medicine and Pathology	100	Pass

17: Completion Certificate

Previous Assessments

NAME	ASSESSMENT TYPE	ASSESSMENT START DATE	ASSESSMENT COMPLETION DATE	STATUS REASON	EXEMPTION REASON
Initial - 2020-01-15	PET	01/15/2020	01/29/2020	Pass	

Annotations: A points to the dropdown arrow in the Exemption Reason column. B points to the 'View Certificate' link in the dropdown menu.

To view and/or download your completion certificate for a previous assessment(s), go to the Previous Assessments section on your ePortfolio and Assessments page. Click on the dropdown arrow **A** for the assessment and select View Certificate **B**.

Assessment Certificate

[Home](#) / [Assessment & EPortfolio](#) / Assessment Certificate

Access/Download Assessment certificate

Click on the relevant link to download a copy of your certificate in PDF format.

If your certificate does not appear on this page, click the Request Certificate button.

Note Text

Initial - 2020-01-15

[Initial - 2020-01-15.pdf \(248.14 KB\)](#)

Annotations: A red arrow points to the PDF link.

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info@rcdso.org

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This is to certify that

Dr.

Reg. No.:

Has successfully completed the Practice Enhancement Tool on

January 28, 2020

As required under the Quality Assurance Regulation of the Dentistry Act, 1991.

Susan C. Taylor
Susan Taylor
Director, Quality

Please keep this certificate for at least five years after your completion date.

Completion Certificate

Contact Us

Who can I contact for help?

Our business hours are Monday to Friday, 8:30 am – 4:30 pm, and we make every effort to respond to your message within two business days.

- For help accessing your RCDSO Portal, please email paperless@rcdso.org.
- To talk about the clinical aspects of the PET, please email PET@rcdso.org.
- For questions about practical matters of completing the PET, please contact Ms. Veronika To, Assessments Administrator, at 416-961-6555, 1-800-565-4591 or by email at vto@rcdso.org.

Where can I get more information?

For more information and resources, go to the [Practice Enhancement Tool](#) section on the RCDSO website. You will find Frequently Asked Questions (FAQ's), videos, drop-in session links and other resources to guide you.